Online Faculty Equity Training Module Access through SkillPort

1. Go to the link (copy and paste the link into your browser or hit CTRL AND Click the URL with your mouse at the same time): https://ninernet.uncc.edu/tools/skillport/

2. Log in with NinerNet/Novell Credentials (same username/password to sign on any campus computer)

3. Once logged in, click the menu button on the left panel entitled “CATALOG”
4. From the menu that appears select the “Advance” folder by clicking on the plus (+) sign to the left of the folder.

5. Hover over the “ADVANCE Faculty Equity Recruitment Training” choice with the mouse, and click the “Enroll” option (in blue) to the right.
6. A prompt will appear asking whether you would like to add the training to “My Plan.” Choose yes or no (if this is the only training which you use SkillPort for, then “no” would probably be the better response).

7. Once you are enrolled in the training, you will see the confirmation of enrollment (Learning Event Title may show as “ADVANCE Faculty Equity Recruitment Training”).
8. Click on the “CATALOG” menu button, again, then click the plus (+) sign beside the “Advance” folder (Steps #3 and #4). A green light should show beside the training name. Hover over “ADVANCE Faculty Equity Recruitment Training” until “Show Details” (in blue) becomes visible, then click on it.

9. Lastly, hover over “Faculty Equity Recruitment Training Module” and click “Launch” option (in blue) to begin the training when you are ready.
If you need to log out and plan to take the training at another time, whenever you log in to skill port again the training will show on the home screen under the “Advance” folder (see Step #5), however you will NOT need to re-enroll for the calendar year after doing it once.

Any technical issues should be reported to the ITS Help Center 7-3100.

Thank you,

The ADVANCE Faculty Affairs Office